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Aerospace Medicine

**WORKPLACE WRITTEN HAZARD
COMMUNICATION PROGRAM**

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This instruction implements AFD 48-1, Aerospace Medicine Program, Jul 93 and provides information specific to the implementation of the Air Force Occupational Safety and Health (AFOSH) Standard 161-21, Hazard Communication, Jan 89. It applies to all Air Force organizations, including tenants at Andrews AFB, where military and civilian personnel are exposed to potential occupational chemical hazards. This includes base, unit, and workplace supply sections which receive, store, and deliver hazardous materials. This instruction includes requirements for base and unit contracting offices and for base personnel offices. A copy of this instruction and AFOSH Standard 161-21 will be maintained in each work area. The work area supervisor will make accessible to all employees this program with all attachments including the work area hazardous chemical inventory, Material Safety Data Sheets (MSDSs) for each hazardous chemical, and a list of the non-routine tasks involving hazardous materials.

SUMMARY OF REVISIONS

This revision incorporates the responsibilities of the Hazardous Materials Pharmacy (HMP).

1. Workplace Hazard Communication Program:

1.1. All industrial workplaces must maintain the following program elements in one binder (if required, additional binders can be used for MSDSs):

1.1.1. A copy of AFOSH Standard 161-21. (If instructions are maintained in a separate area, an appropriate Optional Form 21, Cross-Reference, must be in place.)

1.1.2. A copy of this instruction.

1.1.3. A complete inventory of chemicals used in the workplace.

1.1.4. MSDSs for each chemical listed on the inventory. The chemical inventory and the MSDSs must be organized in such a manner (by stock number, manufacturer, etc.) that the MSDSs are easily retrievable.

1.1.5. List of non-routine tasks and the potential chemical hazards.

2. Hazardous Chemical Inventory:

2.1. The hazardous chemical inventory for this area will be developed by the work area supervisor and 89th Medical Group's Bioenvironmental Engineering Flight (BEF). The BEF will review this inventory at least annually.

2.2. The supervisors will maintain the hazardous chemical inventory in the work area and will update it as necessary. When new chemicals are introduced into the work area, the supervisor will consult with the BEF to determine if the chemical should be added to the inventory.

2.3. As a minimum, the inventory will include the identity of each hazardous chemical used in the work area as it appears on the MSDS. The inventory may be compiled from AF Form 2761, Hazardous Material Data, filed in the BEF case file, and the M-15 computer roster available from base supply. However, proprietary information will not be included on the hazardous chemical inventory.

3. Material Safety Data Sheets (MSDSs):

3.1. The Hazardous Materials Pharmacy (HMP), 89 SUPS/LGSH, Bldg 3096, (301) 981-9323, is responsible for obtaining, maintaining, and providing new and updated copies of the MSDS for all hazardous materials brought onto the installation. BEF, 89 MDG/SGPB, Bldg 1535, C-108, (301) 981-3380, is responsible for obtaining and maintaining MSDSs for hazardous materials when manufacturers claim proprietary information.

3.1.1. This data consists of the Hazardous Material Information System (HMIS) and Occupational Safety and Health Administration (OSHA) Form 174, Material Safety Data Sheet, or equivalent forms.

3.1.2. This MSDS information will be readily available to all workers through the HMP.

3.2. Each workplace supervisor will maintain an MSDS for each hazardous material used in the workplace. These MSDSs will be maintained in an area of the workplace easily accessible to all employees.

3.2.1. If the workplace acquires any new hazardous materials and an MSDS is not received with the product, the workplace supervisor or supply custodian will request the MSDS from the HMP, the distributor, or the manufacturer.

3.2.2. If an MSDS cannot be obtained for new or existing hazardous materials in the workplace, the HMP can be contacted to see if a copy can be obtained from the HMIS, which is updated quarterly by the Air Force. The BEF office can also request an MSDS from manufacturers.

3.3. In addition, any DoD employee is authorized to contact the DoD Hazardous Technical Information Services (HTIS) located at the Defense General Supply Center, Richmond VA, to make MSDS inquiries (DSN 695-4371).

4. Non-Routine Tasks Involving Hazardous Materials:

4.1. Non-routine tasks are:

4.1.1. Those tasks included within a work area's normal activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills.

4.1.2. Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or civilian job series.

4.2. The work area supervisor will list all non-routine tasks performed in this work area which involve hazardous materials. This list will be maintained and posted by the supervisor. The supervisor will ensure work area operating instructions (OIs) thoroughly describe non-routine tasks, associated hazards, and controls. (OIs do not need to be prepared if technical orders (TOs) or other official documents adequately describe these tasks.) Supervisors will ensure workers review these procedures before performing the non-routine tasks.

4.3. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity.

4.3.1. The initial Federal Hazard Communication Training Program described in paragraph 5e of AFOSH Standard 161-21 for workers not previously trained.

4.3.2. Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

4.4. The supervisor of the activity will forward a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55, Employee Safety and Health Record, can be updated.

5. Employee Information and Training:

5.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSH Standard 161-21.1G, Federal Hazard Communication Training Program (FHCTP), Trainer's Guide, and video program, approved by HQ USAF/SGPA. These supervisors will be trained by 89 MDG Public Health Flight (PHF). Call (301) 981-3385 for scheduling.

5.2. Supervisors will ensure subordinate workers are trained on AFOSH Standard 161-21.1W, Federal Hazard Communication Training Program, Student's Workbook, and video program, before the workers handle or are occupationally exposed to hazardous materials. This training may be provided by the supervisor, the organization occupational health coordinator, or other formal organization training structure (e.g., maintenance trainers). Supervisors should supplement this training to provide information on work area specific chemical hazards. Before presenting supplemental training, the supervisor will ensure appropriate agencies (i.e., 89 MDG/SGPB, (301) 981-3380; 89 MDG/SGPM, (301) 981-3385; 89 AW/SEG, (301) 981-5585; 89 CES/CEVC, (301) 981-2348; or 89 CES/CEF, (301) 981-4985) review the information for technical accuracy.

6. Contractor Operations:

6.1. The Administrative Contracting Officer (ACO), 89 CONS/LGC, (301) 981-2302, with assistance from BEF and work area supervisor, if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work in this area. The ACO will also tell the contractor that MSDS information is available through the HMP and provide information on the labeling system. The ACO may also get the information through HTIS as discussed in paragraph 3.3.

6.2. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area supervisors and AF contract

monitors of hazardous chemicals to be introduced by the contractor. The contractor is required to submit information, including MSDSs, on the use of hazardous materials according to Federal Acquisition Regulation (FAR) clause 52.223-3, Hazardous Material Identification and Material Safety Data.

7. Notification Requirements: The 89th Mission Support Squadron will inform PHF of personnel permanently departing from Andrews AFB as required in para 5e(7)(a) of AFOSH Standard 161-21.

8. Labels: All containers must be properly labeled to include: hazard warnings, identification of chemical components, and name and address of the chemical manufacturer, importer, or other responsible party.

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